Job Description
Business Administrator, Biddle Law Library

Penn Law is one of the nation’s oldest and most distinguished law schools. We offer a distinctive cross-disciplinary legal education, drawing on the depth and breadth of the University of Pennsylvania. The resulting intellectual opportunities and professional relationships bridge traditional boundaries and disciplines, making Penn Law an extraordinary supportive academic community for its scholars and students alike.

Description:
The Business Administrator is responsible for managing the financial operations of the Biddle Law Library, with the exception of accounts for library information sources.

Duties:
- Preparing and monitoring the library’s budget, including making projections on end of year balances
- Reconciling monthly reports for multiple accounts
- Monitoring all payroll transactions for library full-time and part-time staff
- Serves as the primary contact for non-information source vendors, obtains bids on contracts, approves orders for supplies and equipment and approves staff Concur travel reports.

Qualifications:
A Bachelor’s Degree and 3 to 5 years of experience or an equivalent combination of education and experience required.

To apply: http://jobs.hr.upenn.edu/postings/41305

The University of Pennsylvania and its Law School are equal opportunity employers.